



*Federal Executive Board
Hispanic Employment Program
Manager's Council
Minutes for 12-10-04
First Watch
Kansas City MO*

Attendees:

Elsa Diaz-Bautista (FAA)
Laura Reyes (FMS/TREAS)
JoAnn M Figueroa (USPS)
Katherine Coates (ED)
Dohn M Farley (DFAS)
Philip P Pernice (NOAA)
Richardo Arriaga (DHS)
Maria Smith (HHS)
Connie Deese (GSA)
Ed Kolodziej (ARMY)
Sharon Hom (USCOURTS)

Excused Absence

Jessie Cunningham (IRS)
Nancy Rios (CMS/HHS)

Unexcused Absence

Leticia Barraza (CMS/HHS)
Stella Alejos (HUD)
Delia Villarreal-English (VA)
David Barnes (USDOJ)
Paul Brown (IRS)
Phenisia Howar (IRS)
Teresa Jones (USDA)
Tina M Jones (MCSA/USMC)
Alma Moreno Lahm (EPA)
Danette McClellan (USDA)
Cathy Monroe (FTA/DOT)
Melissa Santiago (SSA)
Carlos Salazar (SSA)
Tim Sanchez (VA)

- 1) Elsa Diaz-Bautista opened the meeting at 12:40 P.M. She called the meeting to order with introductions and asked everyone to give his or her name and say the one gift they would like for Christmas. Sharon Hom, council chair for the Asian Pacific American Federal Employees Council, attended as a special guest.
- 2) Approval of the October Minutes – Connie Deese made a motion to approve the minutes and Philip Pernice second the motion.
- 3) Christmas Project Update – All Christmas items on the list for the Adopt-a-Family were donated, except for the women's coat. \$75 was collected and will go toward a gift card to be purchased from either Target or WalMart.

Special thanks went to Laura Reyes for organizing and coordinating the HEPM Adopt-A-Family Christmas project. Laura remarked of how appreciative sister Alicia, from El Centro, was for gifts. Laura volunteered again to coordinate next year's project.

Elsa presented the idea of possibly presenting the Adopt-A-Family Christmas list to the agencies who are not participating in any Christmas projects. Because Guadalupe Center and El Centro assists families year round, a vote was taken and it was agreed that there will be a mid-year project to collect school supplies, in June, July, or August. We will invite the participation of the Federal Agencies. It was suggested that maybe the supplies could be given to Guadalupe Center or El Centro and they could distribute them to families in need. Ed mentioned that we could possibly get a list from the school district because they require specific supplies.

The council agreed that next year's Christmas project will be coordinated in the HEPM October meeting. The names of the Adopt-A-Family and a list of supplies will be presented in the November meeting.

Several members stated that their agencies were conducting their own Christmas projects, such as Toys for Tots. Connie and Phil both stated that their agencies collect donations for battered wife shelters.

- 4) Monthly Reports – Elsa will use the minutes from each monthly meeting for the end-of-year report she is required to submit to the FEB. The council's mission statement is due December 17. Sharon mentioned that Mary Triay will post council minutes on the FEB website.
- 5) HEPM Banner – The deadline for the submission of the council's banner design is December 15. Elsa presented her idea of a picture of a globe with the "HEP" logo in the center of the globe. Pictures of 22 small flags representing all the Latin American countries will surround the globe. Surrounding the top of the globe will be "Hispanic Employment Program Managers Council" and the words "Si se puede" will surround the bottom of the globe. The council approved the design and agreed to adopt it as our banner.
- 6) FEB Training for Council Chairs Report – Elsa, Laura, and JoAnn attended the training. The council agreed to implement the following idea that was presented in the training. The minutes will now include a list of attendees as well as those who were not in attendance. One reason for the change is to encourage member participation. If you know that you will not be able to attend a meeting, send an email to JoAnn M Figueroa and you will be listed as an excused absence. Your response will bring notice to your matter. The items included in the monthly agenda will state whether they will necessitate a discussion or a vote. Old business will also be included in the agenda.
- 7) The January monthly meeting will include a review of the bylaws, Ed's agency report, and the mission statement.
- 8) Joint Quarterly Council Meeting – It will be hosted by the HEPM Council and the Asian Pacific American Federal Employees Council. It will be held at the GSA Plaza Auditorium, on either March 9 or 16. It will be 2 hours long and begin at either 1:00 or 1:30 P.M. Both councils are in agreement and will present in the March meeting that the anticipated date of next year's United Day, either Sept 13 or 14, will not be a good time. Because it is the end of the fiscal year, funds are generally not available to pay for employee attendance. Some agencies may bypass their celebration of Hispanic Heritage month if it is in the same period as Unity Day.

Both councils are in agreement that the quarterly meeting time will be utilized for discussion between all councils. For that reason, there will be no speaker. All councils will have the opportunity to present their strengths and their areas of challenge. Dohn suggested that if the open forum meeting style is not acceptable, maybe the council chairs could state the views of their council member.

- 9) Round Robin – A special thanks was given to Ed for his efforts in coordinating the meeting at First Watch restaurant.

The meeting adjourned at 2:30 P.M.

**Next Meeting: January 12, 2005, from 1:30 p.m. to 3:30 p.m.
Ruiz Library, 2017 W Pennway, KCMO 64108**